

**1406-04-06-RC-63154**  
**PRESOLICITATION NOTICE**  
**ADVISORY MULTI-STEP PROCESS**

**PRESOLICITATION NOTICE ADVISORY MULTI-STEP PROCESS.** Please read this entire notice carefully as it constitutes the only notice that will be issued regarding the Oracle Federal Financial System (OFF) support for the National Business Center (NBC) – Advisory Multi-Step Process.

This synopsis is issued by GovWorks under the franchise fund authority of the Department of the Interior (DOI) on behalf of the Department of Interior, Office of the Secretary, NBC. GovWorks intends to award a competitive 8(a) set-aside, indefinite delivery/indefinite quantity (IDIQ) contract for one or more industry partner(s) to assist in providing integration support to current and potential customers of the Oracle Federal Financial accounting system and supporting Oracle enterprise applications and other third party systems. Individual task orders will be issued as competitive, Firm Fixed Price task orders. The NBC is an organization within the Department of the Interior, Office of the Secretary, and serves as the business arm for the Department providing administrative and financial systems and/or services to DOI bureaus and other Federal agencies.

The North American Industry Classification System (NAICS) Code is 541512, Computer Systems Design Services.

The Solicitation/Request for Capability Statement number is 1406-04-06-RC-63154.

All documents applicable to this pre-solicitation notice will be available via the Internet at **<http://www.govworks.gov/Solic/openmarket.asp>**. Entire presolicitation notice with additional details, Past Performance Template, Attachment 1; Oracle Staff / Resources Vendor Competencies Matrix Template Attachment 2.

Interested parties are invited to respond to this Presolicitation Notice, which is issued following the procedures described under FAR 15.202. Please ensure the Request for Capability Statement (RFC) number 63154 and program title (Oracle Federal Financial System Support for the National Business Center) is referenced on all correspondence.

**Telephone requests for this Presolicitation Notice cannot be honored and no prospective offerors list shall be maintained.**

**ADVISORY MULTI-STEP PROCESS:**

This advisory multi-step process is divided into **two (2)** phases. Phase 1 consists of the submission of the Vendor Capability Statement, agency evaluation of the capability statement, and subsequent advisory notification to vendors of their likelihood of being a viable competitor. Phase 2 consists of the solicitation conducted in accordance with FAR Part 12, Acquisition of Commercial Items, in conjunction with Part 15, Contracting by Negotiation, under the Federal Acquisition Regulation (FAR), proposal evaluation, and competitive range determination, oral presentations and award. This phase will be initiated by issuing a formal RFP. Offerors will be required to submit a detailed technical and price proposal, management plan, proposed performance measures, and subcontracting plans. The RFP will also identify two SAMPLE task scenarios to be priced. To ensure that the Government receives the best proposal, prospective offerors who are most highly rated and are in the competitive range will be provided an opportunity to participate in oral presentations.

**PHASE 1: SUBMISSION OF VENDOR CAPABILITY STATEMENT, GOVERNMENT EVALUATION AND ADVISORY NOTIFICATION**

This phase includes submission of the Vendor Capability Statement followed by Government evaluation and advisory notification. The program Background and Sample Support Activities are included below for the purpose of providing background information required to participate in this acquisition. Please note that no questions will be accepted during Phase 1. The capability statement Evaluation Criteria are included in this announcement.

**A. Submission of Vendor Capability Statement:**

Interested vendors are invited to submit a Capability Statement describing the information requested in the Vendor Capability Statement Instructions below. Vendor Capability Statements must be submitted via email to [Michael.Farrel2@mms.gov](mailto:Michael.Farrel2@mms.gov) and [shanda.georg@mms.gov](mailto:shanda.georg@mms.gov) **no later than 2:00 PM, EST September 12, 2006**. Responding to this requirement which seeks contractor-developed solutions, requires a significant effort on the part of the contractor to propose to the Government. It also requires a substantial effort on the part of the Government's evaluation team to evaluate an array of different approaches or solutions. Though the advisory notifications are not a competitive range determination, it is the Government's intent and approach to limit the competitive pool to those select few contractors most qualified to offer a successful solution thus limiting the number of contractors that will go through the time, expense, and effort of developing proposals. Contractors contemplating competing for this contract award are asked to carefully review the attached Program Background, Sample Support Activities, and Capability Statement Evaluation Criteria documents to make a realistic self-assessment as to whether your organization has the experience and capacity to compete.

**B. Government Evaluations:**

The Vendor Capability Statement will be evaluated based upon the areas and criteria identified in the Vendor Capability Statement Instructions and Evaluation Criteria section. The Government will complete the Phase 1 advisory multi-step process without communicating with the vendors who provide submissions.

**C. Advisory Notifications:**

GovWorks will issue an advisory notification stating that the respondent will either be invited to participate in the resultant acquisition or, based on the information submitted, the respondent is unlikely to be a viable competitor. As explained in FAR 15.202(b), Advisory Multi-Step Process, "The Government shall inform all respondents that, notwithstanding the advice provided by the Government in response to their submissions, they may participate in the resultant acquisition."

**PHASE 1 - VENDOR CAPABILITY STATEMENT INSTRUCTIONS**

The Government only expects a capability statement from qualified prime contractors. The capabilities of any potential sub-contractors or partners will not be accepted. Please refer to the program Background and Sample Support Activities section of this announcement for an overview of the draft Government initiative.

**Firms should respond to the Presolicitation Notice by addressing the topics listed below.** The total page number should not exceed twenty-five (25) pages (does not include resumes – provide resumes as an appendix to Capability submission) and headings and topics may be consolidated when practical.

**SUBMISSION FORMAT:** The vendor shall submit the capability statement response and information in the order of the three topic areas; Corporate History/Viability, Experience, and Technical Capability (Reference required detail below). All responses shall be addressed in the order listed below. All templates shall be completed and submitted with the capability statement submission.

- 1. Corporate History/Viability** – Provide a brief description of your company, services, current financial status, and viability in support of the NBC's program requirements. See the NBC Background section below which briefly describes the NBC program. Provide financial information sufficient to prove that your company has the financial depth to support a large agency implementation without impacting necessary resource commitments in advance of payment (e.g.,

credit line, etc.)

**2. Experience –**

**A) Business:** Identify a maximum of (3) three prime contract efforts that demonstrate your company's experience with the Oracle Federal Financial Systems implementation and price modeling. Reference Table 1- Contractor and Government Responsibilities, located in the *Sample Support Activities Section*, for specific areas of business experience the Government is seeking in a successful partnership.

**B) Relevant Past Performance:** Identify a maximum of (3) three prime contract efforts of similar size, scope, and complexity as the NBC program. Provide a summary of each contract. Efforts cited should be similar to NBC's requirement. **(Use the Attached Past Performance Template)**

**3. Technical Capability** - Identify your company's capabilities in the following technical areas. In addition to addressing the following capabilities, also complete the attached Oracle Staff/Resources Vendor Competencies Matrix template (Attachment 2) which identifies the specific capabilities of your company's staff/resources that will be devoted to the NBC work. Provide resumes for all resources currently on staff and identified in the matrix. Do NOT provide representative resumes of staff that you intend to hire. (Resumes do NOT apply to page count limit of twenty-five (25) pages). Please submit resumes as an appendix to the Capability Statement package. Resumes shall be no more than two pages in length. Resumes in excess of two pages will NOT be evaluated

1. Experience preparing cost proposals for implementing the Oracle Federal Financial System and supporting Oracle enterprise modules and third party applications in a Federal cross-servicing environment. Experience in initial client engagement, high level requirements analysis, preparation of rough orders of magnitude, client application demonstrations, and final cost proposal development.
2. Demonstrated and successful capture rate of Oracle opportunities – provide capture rate. Specifically describe the number of proposals prepared and won for Oracle Federal Financial System and/or supporting enterprise applications implementations. This demonstrates the contractor's ability to develop a level of trust and credibility with potential customers as to Oracle expertise.
3. Experience as the Prime integrator for Oracle Federal Financials implementations. Specify the classification of each implementation effort as small, medium, or large. Identify the total number of resources specifically provided by your company versus those provided by subcontractors to show that you performed at least 51% or more of the Oracle implementation and integrator work.
4. Proven history of teaming with a major Oracle contractor or integrator where your company served as the Prime contractor.
5. Proven experience integrating other Oracle applications (e.g., iProcurement, Procurement Contracts, Supply Chain, Projects, Daily Business Intelligence, and Discover, etc.) with the core Oracle Federal Financial accounting system.
6. Proven experience integrating other third party software with the Oracle Federal Financial system. This experience should NOT include integration of the Federal credit card or e-Travel interfaces.
7. Experience providing post production support of the Oracle Federal Financial system including functional, technical, and database administrator activities.

8. Knowledge of Federal accounting concepts and standards, CFO Act, GPRA, GMRA, FISMA and relevant OMB circulars and bulletins on financial accounting and internal and system controls. Knowledge of Financial Solutions Integration Office (FSIO) core Federal financial systems requirements and certified systems.
9. Number of current Top Secret Cleared resources that have implemented Oracle Federal Financials in a classified/cleared Government environment. Provide the number of currently Top Secret cleared personnel as a percentage of employees.

### **PHASE 1 - VENDOR CAPABILITY STATEMENT EVALUATION CRITERIA**

The NBC financial management line of business is product centric. Therefore, the vendor must have the qualifications and proven Prime implementation and integration expertise with the Oracle Federal Financial system to partner with the NBC. The Government evaluation will focus upon the degree to which the vendor provides and substantiates specific Oracle Federal Financial system and supporting Oracle enterprise and third party applications implementations within the Federal environment. The vendor's capability submission must indicate that it can provide and perform 51% of the Oracle Federal Financial system implementation and integration work (not ancillary tasks) as the Prime contractor. The Vendor Capability Statement will be evaluated based upon the areas identified in the Vendor Capability Statement Instructions and as indicated in the Evaluation Criteria section below. The Government will complete the Phase 1 advisory multi-step process without communicating with the vendors who provide submissions. There will be no opportunity for questions during this phase.

#### **1) Corporate History/Viability**

Evidence of financial stability and viability for support of large agency implementations. Provide financial information sufficient to prove that your company has the financial depth to support a large agency implementation without impacting necessary resource commitments in advance of payment (e.g., credit line, etc.)

#### **2) Experience - Business and Relevant Past Performance**

Demonstrated evidence as a Prime contractor for the Oracle Federal Financial system and supporting Oracle enterprise and third party applications implementation and integration. Demonstrated experience in price modeling for implementation of the Oracle Federal Financial system and supporting Oracle enterprise and third party applications, as well as demonstrated, successful partnerships with subcontractors. Evidence of similar and relevant contracts in size, scope, and complexity of projects successfully implemented.

#### **3) Technical Capability**

Significant and demonstrated evidence that the vendor can provide and perform 51% of the Oracle Federal Financial system and supporting Oracle enterprise and third party applications implementation and integration (not ancillary tasks) as the Prime contractor, as well as evidence that the vendor has current, highly qualified and experienced key personnel with a proven track record of success in implementing these applications in a Federal cross-servicing environment.

## **NBC BACKGROUND**

The National Business Center (NBC) is an organization within the Department of the Interior (DOI), Office of the Secretary, and serves as the business arm for the Department in providing administrative and financial systems and/or services to DOI bureaus. In 1999, DOI established the NBC to provide general administrative and financial services and systems across the Department and to other Federal agencies on a "service-for-fee" basis.

The NBC has an ongoing need for industry partners to assist in providing implementation and integrator support to current and potential customers of the Oracle Federal Financial accounting system and supporting Oracle enterprise and third party applications. The NBC currently supports small (less than 1,000 employees) and medium (1,000 to 5,000 employees) Federal agencies with the Oracle accounting system and integrated support systems. Future customers include large agencies as well. The future number, size, and nature of the NBC's Oracle customers will directly depend on the NBC's and its supporting contractor's ability to offer competitive Best Value solutions as a Shared Services Provider (SSP) of the Federal-wide Financial Management Line of Business.

The NBC is seeking a contractor with significant qualifications to assist the NBC in three (3) areas with regard to Oracle systems implementation, operations, and maintenance:

- (1) Implementation Proposal Preparation and Execution
- (2) Support for NBC Implementation Activities
- (3) Support for Oracle Applications Operations and Maintenance

To ensure it can provide Best Value to potential customers, the Government will select a contractor(s) as its primary Oracle partner(s). The selected contractor(s) shall assist the Government in developing implementation price proposals to potential customers and shall serve as the implementation integrator where the Government is selected as the service provider by the customer.

## **SAMPLE SUPPORT ACTIVITIES**

### **General Information:**

The Government encourages teaming arrangements with other vendors to ensure that there are no instances where the Contractor's resources are unable to satisfy any or all requirements and timeframes.

### **1. IMPLEMENTATION PROPOSAL PREPARATION AND EXECUTION**

The Contractor shall work with the Government in preparing implementation proposals and providing implementation services for bringing customers online with the Oracle Federal Financial system. This may also include implementation services for Oracle supporting enterprise modules or applications (e.g., iProcurement, Business Intelligence, etc.) or other product interfaces required by the customer (e.g., PRISM, Maximo, etc.)

#### **1 (A) Implementation Proposal Preparation**

1. The Contractor shall take the lead in developing the technical approach and obtaining Government input and approval. The technical proposal shall identify the Contractor as the integrator for performance of the implementation services, with the Government acting as project manager responsible for overseeing the agency implementation. Table 1 - Contractor and Government Responsibilities below, identifies the Contractor's and Government's implementation roles.
2. The Contractor shall assist the Government in developing the corresponding cost proposal for meeting customer implementation services requirements for the Oracle Federal Financial accounting system and all identified customer support systems.
3. The Contractor and Government will each be responsible for developing their own cost estimates for their implementation responsibilities as designated in Table 1.

#### **1 (B) Implementation Execution**

1. The Contractor shall provide sufficient and qualified resources for the roles/responsibilities identified below.

<b>Table 1 - Contractor and Government Responsibilities</b>	
<b>ACTIVITY</b>	<b>OWNER</b>
<b>Project Management</b>	
Develop Initial Project Plan	GOVERNMENT
Form Project Team	GOVERNMENT
Establish Executive Review Committee	GOVERNMENT
Establish Configuration Control Board	GOVERNMENT
Establish Change Review Board	GOVERNMENT
<b>Justification Phase</b>	
Prepare Project Justification Statement/Charter	GOVERNMENT

<b>Table 1 - Contractor and Government Responsibilities</b>	
<b>ACTIVITY</b>	<b>OWNER</b>
Prepare Project Management Plan	GOVERNMENT
Develop Resource Plan	GOVERNMENT
<b>Requirements Definition</b>	
Define Current State	<b>Contractor</b>
Define Future State	<b>Contractor</b>
Define Requirements (Technical)	<b>Contractor</b>
Define Requirements Traceability Matrix	GOVERNMENT
<b>Develop Statement of Requirements Document</b>	
Develop Draft Requirements	GOVERNMENT, <b>Contractor</b>
Collect Feedback From Users	GOVERNMENT, <b>Contractor</b>
Analyze Feedback and Finalize Requirements	<b>Contractor</b>
<b>Develop Configuration Management Plan (change management)</b>	GOVERNMENT
<b>Develop Configuration Management Plan (hardware, software)</b>	<b>Contractor</b>
<b>Requirements Analysis</b>	
Analyze Requirements	GOVERNMENT, <b>Contractor</b>
Perform Gap Analysis	GOVERNMENT, <b>Contractor</b>
Approve Requirements	GOVERNMENT, <b>Contractor</b>
Baseline Requirements	GOVERNMENT, <b>Contractor</b>
<b>Design Phase</b>	
Design Internal Interfaces	<b>Contractor</b>
Design External Interfaces	<b>Contractor</b>
Design Conversion Program	<b>Contractor</b>
<b>Develop Data Conversion Strategy</b>	<b>Contractor</b>
<b>Develop Security Plan</b>	GOVERNMENT
<b>Develop Support &amp; Maintenance Plan</b>	<b>Contractor</b>
<b>Develop Training Plan</b>	GOVERNMENT
<b>Testing</b>	

<b>Table 1 - Contractor and Government Responsibilities</b>	
<b>ACTIVITY</b>	<b>OWNER</b>
Develop and Execute Unit Test Plan	<b>Contractor</b>
Develop and Execute Unit Testing for Interfaces and Conversion	<b>Contractor</b>
Prepare for Data Conversion	<b>Contractor</b>
Establish Test Environment	<b>Contractor</b>
Integration Testing	<b>Contractor</b>
Develop and Execute User Acceptance and IV&V Testing	GOVERNMENT
<b>Implementation</b>	
Conduct User Training	GOVERNMENT
Prepare Financial Data for Conversion	<b>Contractor</b>
Prepare for Cutover	<b>Contractor</b>
Convert Transactions	<b>Contractor</b>
Reconcile Data Conversion	<b>Contractor</b>
<b>Post Production Support</b>	
Change Management/Configuration Control	GOVERNMENT
Help Desk (Tier 1 – GOVERNMENT; Tier 2 – Contractor)	GOVERNMENT, <b>Contractor</b>
Conduct Post Implementation Review	GOVERNMENT
Functional Subject Matter Experts for all Financial Module Applications, including application configuration and testing	<b>Contractor</b>
Technical Subject Matter Experts	<b>Contractor</b>
Nightly Processing, including schedule and verify various nightly processes and reports generation	<b>Contractor</b>
Database Administrators, Core and Applications – Operating Systems Out, including comprehensive patch management and upgrades, cloning, and assistance with disaster recovery	<b>Contractor</b>
Development – application, forms, reports, and extensions	<b>Contractor</b>



**2. SUPPORT FOR GOVERNMENT IMPLEMENTATION ACTIVITIES**

- a) The contractor shall provide personnel and resources to support the NBC's implementation activities as indicated in Table 1 above.
- b) Contractor personnel must be experienced in the activities included in this task.

**3. SUPPORT FOR ORACLE APPLICATIONS OPERATIONS AND MAINTENANCE**

- a) The contractor shall provide personnel and resources to support operations and maintenance activities as detailed in Table 1 above under Post Production Support. These tasks shall include but not be limited to Tier 2 help desk support, ongoing development and support of new and existing software configuration, functional and technical services to support day-to-day ongoing application operations support.